



Interoffice Communication

Training and Documents Office
(515) 294-9972

Subject: Electrical Safety Program Training Statement

The Training Department's records indicate you plan to build, repair, modify, or troubleshoot exposed electrical equipment. In order to perform these activities you first must be certified as a Qualified Electrical Worker (QEW). Certification requires the employee must have **substantial** education and/or experience related to electrical work.

Due to the hazards associated with performing electrical work, Ames Laboratory has instituted several requirements for obtaining QEW Status. These requirements are:

1. The supervisor or designee must complete Parts I-III of the *Electrical Safety Program Training Statement* and must return the form to the training office.
2. The employee must complete the *Electrical Safety Pre-qualification Exam* with an 80% passing score (call the Training Office at 4-9972 to schedule a time).
3. An Electrical Safety Committee member will review the completed *Electrical Safety Training Statement* and Pre-Qualification Exam and will **grant or deny access** to the Basic Electrical Safety Training Class in order for the employee to obtain QEW Status.

If you are denied QEW status, please complete Researcher Electrical Safety Training (AL-191). The Department of Energy also has some valuable information available. Refer to the [Center of Excellence for Electrical Safety](#) or the [DOE Office of Health, Safety, and Security \(HSS\) Wiki](#). If you have any questions regarding this process, please contact the Training Office at 4-9972.



Employee Name: _____ Employee Number: _____
(Please print)

Part I. Education

Does this employee have any past electrical education or training? ☐ Yes ☐ No

If yes, indicate the electrical classes below this employee has completed:

1. _____
2. _____
3. _____
4. _____

Part II. Experience

Does this employee have any electrical experience? ☐ Yes ☐ No

If yes, indicate the electrical experience below along with the total number years of experience:

1. _____
2. _____
3. _____
4. _____

Part III. Job/Activity-specific Training

As supervisor, I

- ☐ will provide and document job/activity-specific training for each piece of equipment for which this individual will be considered a Qualified Electrical Worker (QEW), including any future equipment purchases. (See the [Training Program Manual](#) for guidance).
- ☐ will assure the individual has the appropriate experience to perform electrical work activities with equipment within my group's work area.

Supervisor's Signature

Employee's Signature



Employee Name: _____ Employee Number: _____

Part IV. QEW Approval

This employee has completed the **QEW Pre-qualification Exam** (*initial employee*) with a score of _____%

or has completed the **Coastal Electrical Safety Exam** (grandfathered employee) with a score of _____%.

The above information on education, experience and the exam has been reviewed by a member of the Electrical Safety Committee (ESC), and this employee's request for attending Qualified Electrical Worker Training (AL-019) has been:

☐ **Granted**

☐ **Denied**

Electrical Safety Committee Member's Signature

Approval Date

Part V. Institutional Training Verification:

The above listed employee has successfully completed Qualified Electrical Worker Training (AL-019). This information will be recorded in Learn@ISU.

Training Staff Signature

Date